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**JOB DESCRIPTION**

# NAME:

# POST: Cover Supervisor

# GRADE: 6

**Relationships**

The post holder is accountable to the Principal and the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**Purpose**

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. Includes implementation of work programmes, managing student behaviour and assistant students in relevant activities.

**Main duties & responsibilities**

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:

* Supervising work that has been set in accordance with school policy.
* Liaising with teaching staff with regard to work set for a class.
* Managing the behaviour of students to ensure a constructive environment whilst undertaking work.
* Responding to any questions from students about process and procedure.
* Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
* Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
* Reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
* Student registration of a class.
* In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
* To support the work of one or more curriculum areas.
* To take part in whole school INSET activities to enhance job effectiveness.
* To accompany students on trips, visits and other educational activities.
* To undertake a ‘duty’ as part of the school’s duty system (including break/lunch and ‘on call’).
* Support the work of classroom teachers when not deployed directly covering a class.
* Support and contribute to the creation and maintenance of classroom displays.
* Invigilate internal and/or external examinations.
* To support general school administration when demand for cover is low.

**General**

* To promote and support aE’s culture and encourage staff and pupils to follow this example.
* To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
* To comply with, promote and act in accordance with all Trust and academy policies.
* To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
* To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
* To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
* To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
* To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
* To identify and agree personal development objectives with your line manager.
* To be courteous to colleagues and provide a welcoming environment to visitors.

**Additional information**

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed: ………………………………………….. Date: ……………………………………**

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**